

<b>STATE OF NEVADA</b>
<b>DEPARTMENT OF AGRICULTURE</b>
<b>NEVADA JUNIOR LIVESTOCK SHOW BOARD</b>

## **Minutes of Meeting**

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*Tuesday, March 1, 2011*

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**Nevada Department of Agriculture  
Large Conference Room  
405 South 21st Street  
Sparks, NV 89431  
(775) 353-3610**

### **Board Members Present**

Matt McKinney, Randi Hunewill, Fritz Richards, Tonja Dressler, Dr. David Thain

### **Board Members via Teleconference**

None

### **Board Members Absent**

Dr. Steve Schafer

### **Public Present**

Sandy Wallin, UNCE 4-H  
Jessica Poole, Nevada 4-H  
Cindy Smullen, UNCE 4-H Washoe County  
Lori Piccinini, Washoe County Livestock 4-H Leaders  
Kyle Landa, NJLS/Nevada 4-H

### **Board Staff Present**

Cameron P. Vandenberg (Deputy Attorney General)  
Dennis Hellwinkel, Outside Appointed Treasurer  
Doris Hoskin, Board Assistant  
Jamie Greer, NJLSB Office Assistant

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- \*Call to order, roll call of members and establish a quorum**

Mr. McKinney called the meeting to order at 1:01 p.m. Six of seven board members were present establishing a quorum.

**2. \*Review and approval of agenda**

Mr. McKinney asked for board members to review the agenda. No agenda amendments were made and Mr. McKinney asked for a motion for approval.

**MOTION TO APPROVE THE AGENDA**

**By: Dr. David Thain Second By: Fritz Richards**

**MOTION PASSED**

It was stated by Mr. Hellwinkel that Jamie Greer is the new NJLSB office assistant that was awarded the NJLS Office Assistant Scholarship. Jamie will be taking the minutes and working in the office to assist the NJLSB staff for this year's show.

**3. \*Review and approval of Friday, January 14, 2011 meeting minutes**

Mr. McKinney asked for any additions or corrections to the previous meeting's minutes. Randi Hunewill stated the following corrections:

- Statements of time Fritz Richards arrives to meeting reflect the same throughout minutes as 1:38 pm
- On page 7 of the minutes draft the date of the Replacement Heifer Show be changed to January 17, 2011 instead of January 17, 2010

There were no additional changes or corrections to the minutes made. Mr. McKinney asked for a motion for approval.

**MOTION TO APPROVE THE JANUARY 14, 2011 MEETING MINUTES AS AMENDED**

**BY: Fritz Richards SECOND BY: Randi Hunewill**

**MOTION PASSED**

**4. \*Correspondence**

Mr. McKinney stated the board received an email regarding the 4-H skill-a-thon changes that needed to be made to the show schedule. Dennis Hellwinkel stated that the NJLSB office received multiple letters that oppose the proposed Saturday night sale. Also, there was correspondence regarding the new rabbit show rules and quality assurance. Mr. McKinney asked for a motion to accept the above correspondence.

**MOTION TO APPROVE AND ACCEPT THE CORRESPONDENCE AS READ**

**BY: Dr. David Thain SECOND BY: Fritz Richards**

**MOTION PASSED**

**5. \*Financial Reports**

Dennis Hellwinkel first stated that he has been trained and obtained a new accounting program. All future financial reports and financial records will be in the Quick Books Pro format.

He then reviewed the current trial balances handout that reflects the NJLSB finances up to date as of February 28, 2011. The handout included the attachment of a second page with a pie graph that highlights extra details regarding the NJLSB money accounts. Mr. Hellwinkel stated the bulk of the NJLSB money is in the Education Endowment Fund. The account that the NJLSB currently operates under is the show and sale account labeled "other" on the graph. Mr. Hellwinkel stated he will attempt to have a summary of accounts in this format for all board members and interested parties at each future board meeting.

Mr. Hellwinkel specifically addressed the scholarship funds which now have a balance of \$50,000.00. He stated this most likely is lower than what the board members have seen in the past. Mr. Hellwinkel stated he has worked on retracing scholarship recipients and awards to make certain that any scholarships that were not received by the recipients are now back into the specific scholarship accounts that they originally came out of. This was not always done in the past and is the cause of the difference seen in the scholarship balance amount showing in the current financial reports compared to previous reports done before.

Mr. Hellwinkel stated that the NJLSB currently has \$11,206 in the show and sale account and \$5,308 in the awards account. This amount is what the NJLSB has to work with this year and reflects pending invoices. Mr. Hellwinkel also stated the report indicates an open balance equity, which is the dollars that Mr. Hellwinkel could not place in a specific account. He clarified that those dollars are not actual dollar amounts because those include the NJLSB office, show and sale equipment. Mr. Hellwinkel stated he is in the process of depreciating equipment items out of that balance. He stated this balance will be more accurate after the show when an accurate inventory can be made of all equipment.

Randi Hunewill expressed concern regarding Dennis Hellwinkel's volunteer efforts without getting reimbursed. She stated there are multiple hard working volunteers who immensely help the NJLSB that should be supported financially for their efforts if possible. Randi Hunewill also stated that it was necessary to look into the exact use and parameters within the NJLS scholarship fund to see, when needed, what or who the NJLSB can and cannot award through the NJLS Scholarship fund. Mr. McKinney agreed with Mrs. Hunewill's statement, but also stated that, as of right now, the NJLSB needs to be very meticulous with all the money within their accounts given the current conditions of the state economy and budget.

Similarly, Mr. McKinney stated that the state budget hearing occurred about two weeks ago and the state budget office and other parties with the state have been requesting a large amount of answers and details regarding the NJLSB accounts and past transactions. Mr. McKinney stated Mr. Hellwinkel has been diligently working with multiple state and NDOA employees to straighten all NJLSB budget and finances out. Mr. McKinney explained that he discussed with Jim Barbee and Mr. Hellwinkel the state budget options regarding the NJLSB. Mr. McKinney stated that it was proposed to the state that the NJLSB state account be closed and completely zeroed out. Mr. McKinney and those that he has worked with believe the board can survive with the current outside funds the NJLSB runs off of. Mr. Hellwinkel stated the proposed NJLSB state budget has been submitted to the state budget office and it has been signed off, but there

will need to be a change in statute and approval by the state budget office. Mr. Hellwinkel stated that the biggest concern for the NJLSB is not to lose the large amount of previous year's state money that is currently itemized as scholarship funds.

Then, Mr. Hellwinkel addressed the pending invoices and accounts payable handout included in the financial report packet. He explained the accounts payable include the final cell phone bill, Judy Rumbaugh's flowers, and the ribbon awards order.

Mr. McKinney asked for a motion to approve the accounts payable.

#### **MOTION TO PAY ACCOUNTS PAYABLE**

**BY: Dr. David Thain SECOND BY: RANDI HUNEWILL**  
**MOTION PASSED**

Lastly, Mr. Hellwinkel stated there are still un-cashed checks from the Carcass of Merit Contest, unchanged from the last meeting. These pending checks were not included in the financial statements, under the assumption they are lost checks and most likely not going to be cashed. This concluded the financial report.

Mr. McKinney asked for a motion to receive and file the financial reports.

#### **MOTION TO APPROVE, RECEIVE AND FILE THE FINANCIAL REPORT**

**BY: Fritz Richards SECOND BY: Dr. David Thain**  
**MOTION PASSED**

#### **6. \*2011 Show and Sale Budget**

Mr. Hellwinkel stated he included a breakdown of where the expenses were for 2009, 2010 and 2011 so far. In addition, the budget summary includes the amounts of the donations and how they compared in years past to the actual amount that was spent on awards.

Randi Hunewill asked if the donations that are requested actually cost the amount that is spent for each award and what is done with the excess donations. Mr. Hellwinkel stated that all the donation money goes into a pool and is not kept separated out. Doris Hoskin agreed and stated that in the future the NJLSB office staff will attempt to keep more detailed records on specific donations and specific awards purchased.

Mr. McKinney stated the draft budget for this years show has been developed. The budget provided for 2011 is projected based on the numbers from previous years and not much has changed. He stated that in a few places the board may be able to save some money, but for the most part the items included in the budget are all hard costs. This budget shows an approximate \$5,000.00 loss compared to years prior. Doris Hoskin stated there will most likely need to be a transportation cost added to the budget. Mr. McKinney stressed that donations will be crucial. Doris Hoskin stated the NJLSB office is currently about half way done with sending out the donor letters.

Randi Hunewill asked for the number of tags that have been issued thus far. Doris Hoskin stated that the tag sales are increased this year. Mr. Hellwinkel stated that this will greatly increase the amount of income coming in, since fees were increased for the tags and entries this year.

Mr. McKinney requested an approval of the draft of the budget.

**MOTION TO RESOLVE AND ADOPT THE PRESENTED 2011 SHOW AND SALE BUDGET AS A DRAFT**

**BY: Dr. David Thain SECOND BY: Fritz Richards**  
**MOTION PASSED**

**7. \*2011 Show Items**

**a. Dinner**

Matt McKinney stated that Susan Casey's organization will not be available to do the dinner at this year's NJLS show. Doris Hoskin stated that Tonya and Doris called the Reno Arch Lyons Club as a back-up option to do the dinner for the show. The Reno Arch Lyons Club reported to Doris that they can do the dinner for \$8.00 / head. The dinner is expected to serve approximately 600 people. The representative from the Lyons Club said he would also be able to do the same meal as previous years. Desert and drinks will be provided through the same provider as last year and be separate from the dinner. Doris Hoskin stated the NJLSB office will contact the Reno Arch Lyons Club to confirm they will be doing the dinner for this show and set up all other necessary details.

Mr. McKinney stated that if the board wants to charge a fee for the dinner the amount needed to be decided upon at this meeting. Fritz Richards stated he felt that exhibitors should have a plate for free, but family members and others should be charged \$5.00. Mr. McKinney asked the parents and leaders who were in attendance if they thought there would be large opposition from families if there was a \$5.00 charge for the dinner. It was stated by Lori Piccinini, Washoe County Livestock Leader, that there would most likely be better attendance if the dinner remained free of charge, but that she didn't see much of a problem with the \$5.00 charge. Randi Hunewill stated that if a charge was implemented that the NJLSB should make certain that tri-tip would be served by the Reno Arch Lyons Club. Mr. McKinney then asked if tickets for the dinner should be made available for sale during the show and if kids checking in should be given their free dinner tickets. It was decided that free exhibitor dinner tickets will be given to exhibitors upon checking in and other dinner tickets will be available for purchase during the show or at the night of the event. Mr. McKinney asked for a motion to approve the dinner as discussed.

**MOTION TO APPROVE A \$5.00 / person FEE CHARGED FOR THE UNITY DINNER EXCEPT FOR EXHIBITORS**

**MADE BY: Dr. David Thain SECOND BY: Fritz Richards**  
**MOTION PASSED**

**b. Awards**

Doris Hoskin confirmed that the ribbon order has been sent out and that the rabbit champion banners are currently in the barns. Doris stated that the other awards are currently being ordered through various entities. It was also stated that FFA donated the buckles and they are already done and in the NJLSB office on display. Dennis Hellwinkel stated that in years previous award costs included costs for name tags. It was confirmed by Doris Hoskin that the name tags will not be ordered again and instead will be made through the NJLSB office.

**c. Rabbit Rules**

Doris Hoskin stated the most up-to-date version of the 2011 NJLS Rabbit Show Rules are posted on the NJLSB webpage and changed as discussed in the last board meeting. Rabbit Rules have also been sent out to interested parties.

**d. Sound**

Doris Hoskin stated that an order and contract with Moonlight Sound has been placed. This is the same sound provider as last year. The third ring will not be under this contract with Moonlight, but the third ring will have sound provided by Dennis Hellwinkel's portable sound system. A question was proposed to the NJLS board if the sound system will be made available for the state 4-H judging contest. Mr. McKinney stated that as long as crews can get it set up in time, the sound system will be available for use in the judging contest and judging awards. Fritz Richards asked if there will be any exterior speakers at the show and Doris Hoskin stated no.

Mr. McKinney then asked for a motion to approve the contract for the sound.

**MOTION TO APPROVE AND ACCEPT THE PROPOSAL MADE BY  
MOONLIGHTING AND SOUND AND TO PAY THE INVOICES NEEDED**

**BY: Dr. David Thain SECOND BY: Fritz Richards  
MOTION PASSED**

**e. Auctioneer**

Tonja Dressler stated that the same auctioneer as last year has been contacted and is willing to be the 2011 NJLS Sale auctioneer for the same price as last year.

**f. Ear Tags**

Mr. McKinney reviewed an earlier ear tag number report made by Doris Hoskin. Thus far, there has been approximately 126 sheep, 21 swine, 15 goats, and 41 beef ear tags sent out.

Mr. Hellwinkel asked if exhibitors could pay for their ear tags when they did their entries or if all exhibitors were supposed to pay at tagging. Mr. McKinney stated that all money must be collected by the weigh in and tag fees can be sent in after the exhibitors receive the tag. Mr. McKinney stated that fee invoices can be sent to those exhibitors who have not paid and received tags. If fees are not into the NJLSB office by the show then at check in/weigh in those exhibitors must be stopped and pay at the show. Cindy Smollen,

Washoe County 4-H, stated that there should be a clear policy in place for everyone dealing with entries and ear tags. Doris Hoskin stated that if fees are not received by the time entries are due on April 5, then the entry will become delinquent and a late charge will be assessed to that exhibitor.

**g. Judges**

Mr. McKinney stated that contracts for the sheep, goat, and swine judge are all out and should be coming back to the NJLSB office at anytime. Mr. McKinney stated that the rabbit judge, Ray Stacey, will be contacted as soon as possible to get a contract to him.

Fritz Richards stated he received a vehement email in opposition to the sheep judge and many people have expressed feelings to Fritz against the selected sheep judge. Fritz stated that he is not a popular judge with exhibitors and parents. Mr. McKinney stated that unfortunately the contract has already been sent out to him, so the sheep judge cannot be changed for this show.

Mr. McKinney also stated he has left multiple messages with Wes Schager, the proposed beef judge. It was stated that the only new judges for this show will be the beef judge, swine judge, and rabbit judge.

**h. Donor Letters**

Doris stated the NJLSB office has completed about half the donor letters. Donor letters will all be sent out by March 11, 2011. Doris also stated that if anyone had names or addresses for possible donors to please send them to the NJLSB office.

**i. School Excuse Letter**

Doris Hoskin stated that it is ready to be sent out to FFA advisors and 4-H agents. The letter will be sent out to extension agents and not put on the web.

**j. Buyer Letter**

Doris Hoskin stated that around the week of March 22<sup>nd</sup> the NJLSB Office will write the buyer letter and send it out.

**k. Welcome letter to parents and exhibitors**

Doris Hoskin stated that the NJLSB will send out the welcome letter to parents and exhibitors after the office receives the entries and with the receipt of payment. Doris stated that if there was anything specific that board members wanted to be included in the welcome letter to send in their requests.

**l. Board members to attend qualifiers**

Mr. McKinney stated that, if possible, he would like at least one board member to attend each qualifier show. On April 23<sup>rd</sup> Washoe and Lyon County will hold their qualifier shows. April 10<sup>th</sup> will be the Douglas County qualifier show.

Related to show items, Dr. David Thain asked if the carcass grader had been contacted yet and if there was anything in particular that should be done regarding the grading of animals after the

show. Doris Hoskin stated the grader had been contacted and all necessary organization between the grader and NJLSB office will be done within the next week.

In addition, photographer arrangements were discussed as another show item. Doris Hoskin stated that two photographers, Ann and Paul, will do the normal species pictures. Also she stated that NJLSB office was approached by a photographer company to set up a booth at the show in return for taking the champion and other media photos. Doris Hoskin stated the photography costs will be nearly the same as last years, if not a little less.

#### **8. \*State Fair Update**

Mr. McKinney stated that as far as he knew the State Fair was still attempting to raise money to hold the State Fair this year. Mr. Hellwinkel stated that the latest update is that the State Fair extended their deadline to raise \$284,000.00 and as of March 1, 2011. Mr. Hellwinkel stated he did not know what the status of the livestock portion of the show is. He stated there had been conversations that the Churchill County Fair would like to hold the livestock portion of the State Fair in conjunction with their County Fair the first part of August. Nothing has been decided until the State Fair makes their final decision.

#### **9. \*Show Agenda**

The tentative show agenda was reviewed by all present. Mr. McKinney stated that the biggest issue with the show agenda was the proposed idea to move the sale to Saturday night. Due to multiple emails and letters in opposition to that idea sent to the NJLSB office, Mr. McKinney stated that at this time the Saturday night sale will not be done. Mr. McKinney stated that this year at the show, he would like to send out a survey to all exhibitors, buyers, and others present regarding their feelings about the moving of the sale and possible change of the location of the NJLS show in the future. He stated the survey will give the board more opinions to factor-in when making future show agenda decisions.

Next, there was discussion in regards to allowing exhibitors that are traveling far distances to attend the show to be moved to the top of the sale order on Sunday. Randi Hunewill stated that alternating the sale order without considering where people come from is the fairest option for all exhibitors. Doris Hoskin stated that since the sale is on Sunday, pushing exhibitors that travel four or more hours to the top of the sale order is the only way to accommodate them and to keep those exhibitors attending the NJLS show. Dr. David Thain and Fritz Richards expressed the same opinion that moving those from far distances to the front of the sale order is a good idea.

### **MOTION TO APPROVE THE MOVEMENT OF EXHIBITORS FROM FOUR HOURS AWAY OR FURTHER TO THE FRONT OF THE SALE IN SPECIES ORDER**

**MADE BY: Fritz Richards SECOND BY: Dr. David Thain**  
**MOTION PASSED**

The sale order will be scholarship animals, all champion animals, beef, exhibitors from four hours or further away, swine, sheep, goats, and rabbits. It was also stated that there has been one lamb donated and confirmed thus far for the Armstrong scholarship fund.



Lori Piccinini asked if it was official that no dance will be put on by the NJLSB at the show. It was stated that if an outside volunteer wanted to put on the dance and chaperon the dance the NJLSB had no problem with that. Mr. McKinney stated that the reason for cancellation of the dance on the agenda was cost. It was confirmed that there will still be an ice cream social. Washoe County 4-H leaders also passed the message on from 4-H members that the majority of Washoe County 4-H members would rather forego the dinner than the dance, which would save even more costs. Mr. McKinney stated that the unity dinner is still a new tradition and he would like to keep going with it since it was formed in memory of Larry Landa. In addition, it was stated that the collegiate 4-H group is willing to help with the dinner as well.

Doris Hoskin then asked all in attendance their preference for sheep showmanship at either 2:00 pm Friday or 8:00 am Saturday. The time for Saturday was agreed upon. Doris stated the majority of awards will be dispersed at ring side, but there will still be an abbreviated awards ceremony. She asked if the ceremony should be done after the dinner Saturday night, before the sale on Sunday, or after the sale on Sunday. It was decided that Saturday night at 6:30 pm would be the best option. In addition, Randi Hunewill stated that when the agenda is sent out that sheep kids should be specifically warned that the sheep breeding show is at the same time as the quality assurance so that they can plan accordingly.

Mr. McKinney asked for any further issues to be discussed regarding the 2011 show agenda. No further issues were presented, so Mr. McKinney asked for a motion to approve.

#### **MOTION TO APPROVE THE AGENDA AS AMENDED**

**MADE BY: Fritz Richards SECOND BY: Dr. David Thain  
MOTION PASSED**

#### **10. \*Quality Assurance**

Doris Hoskin stated that the NJLSB office has received many questions regarding the date of the next quality assurance workshop, which will be presented via video conference. Dr. David Thain stated he will contact the appropriate people and begin to organize the upcoming video quality assurance workshop.

Cindy Smullen stated that for Washoe participants the best time for the video conference of the quality assurance would most likely be some time in April in the evening. It was also stated by Doris Hoskin that if exhibitors cannot attend the video conference then the exhibitors must attend the workshop Thursday night at the show.

#### **11. \*Website Usage**

It was stated by board members that in the past the website was out-of-date. Doris Hoskin and Dennis Hellwinkel stated that Jamie Greer has made many changes to the NJLSB webpage and now it is current.

#### **12. \*Advertising**

Mr. McKinney stated that the board cannot afford to do much advertising, and asked if the NJLS board wanted to do any specific advertising for this years' show. Doris Hoskin stated that Nevada Rancher will post the NJLS agenda and schedule. Mr. McKinney stated he will try

to approach the local radio and tv stations to possibly give a shout out regarding the show. Also, Mr. McKinney stated that he got the idea that he could try to contact Mike Rowe for the television show Dirty Jobs. Those present agreed it would be a good idea. Mr. McKinney stated he will send in something to see if something can be done.

**13. \*Foundation Members 501 (c) 3**

Mr. McKinney stated he has completed the paperwork with the state to form the NJLS Foundation. He also stated that he received permission from the FFA foundation to use their bylaws as a template to develop the NJLS Foundation bylaws. He stated he is now waiting for the state to give him an EIN number. Once he receives the EIN number, the NJLSB can start acting as a 501 (c) 3 until an official approval and designation of the 501 (c) 3 is confirmed by the state. Mr. McKinney stated that it can take up to three years to get the 501 (c) 3 designation from the state, but with the EIN number the NJLS Foundation can act as a 501 (c) 3 while still going through the application process.

Mr. McKinney stated the main tasks that need to be done for the establishment of a 501 (c) 3 is to develop a board and set up bylaws. Mr. McKinney asked all present to begin brainstorming names to be nominated as board members. Mr. McKinney stated that a seven member executive board has been suggested to him. Mr. McKinney stated that he and the NJLSB will continue working on the development of the NJLS Foundation and 501 (c) 3.

**14. \*Old Business**

**a. Policy and Procedures Review**

Randi Hunewill stated that the current policy and procedures are either out-dated or covered in the new 2010-2011 NJLS show rules. She also stated that she met with Dennis Hellwinkel and they have decided the NJLSB needs to have a clean start to develop new Policy and Procedures. With this said, she made a motion to the board.

**MOTION TO VOID THE CURRENT POLICY AND PROCEDURES DOCUMENT AND THE NJLSB OPERATE UNDER THE CURRENT 2010-2011 NJLS SHOW RULES AND NEVADA STATUTES**

**MADE BY: Randi Hunewill SECOND BY: Dr. David Thain**

Randi Hunewill also requested from the AG office a sample policies and procedures document that can be used by Randi and Dennis to develop a new policy and procedures document that reflects the current NJLSB goals and objectives for the NJLSB and show. Randi Hunewill stated that the NJLSB will proceed through this show using the 2010-2011 NJLS Show Rules while beginning to develop a new policy and procedures document. Dennis Hellwinkel stated he agreed with Randi Hunewill's above statements.

Mr. McKinney asked for any further discussion regarding the policy and procedures document and motion made. No further discussion was presented, so Mr. McKinney proceeded with a vote on the motion.

## **MOTION PASSED**

### **b. Board Member Responsibilities**

Mr. McKinney stated there was nothing new to be discussed regarding the Board Member Responsibilities and that the item will be tabled to future meetings until anything new arises.

### **c. Fund Raising**

Mr. McKinney stated the issue of fund raising was already discussed within the conversations regarding the show budget and donor letters. Mr. McKinney stated again that all present should seek donations if possible.

### **d. Foundation Update**

Mr. McKinney stated an update on the foundation was already given as agenda item #13.

### **e. Replacement Heifer Show**

Mr. McKinney stated there was nothing new to be discussed regarding the Replacement Heifer Show and that the item will be tabled to future meetings until anything new arises.

### **f. Workshop**

Doris Hoskin stated there were approximately 80 people who attended the workshop held January 29, 2011 in Fallon. Dr. David Thain stated that the workshop held in Douglas had approximately 35 attendees. Also, Dr. David Thain stated that various community members helped make the workshop in Douglas a success. Doris stated that the NJLSB office staff will create thank you letters to be sent out to those who helped with the workshops this year. Lastly, Doris stated that board members should begin to think about the topics for the workshops that they would like to have next year.

## **15. \*Next meeting scheduled for March 15, 2011 at 5:00 pm.**

Randi Hunewill and Dr. David Thain stated they will not be able to attend the next meeting.

Dennis Hellwinkel also stated that he has organized a meeting with the NJLS Scholarship Committee for the same date at 3:00 pm.

## **16. Public Comment**

Mr. McKinney asked for any public comment. There was no public comment.

## **17. Adjournment**

The meeting was adjourned by Matt McKinney at 3:38 pm.